

1. MERIT INCREASES IN SALARY

- 1.01 This policy provides a framework for annual merit salary increases for tenured and tenure-track faculty (see APS 900417, *Faculty Reappointment, Tenure, and Promotion for Tenured and Tenure-Track Faculty*).
- 1.02 Salary increases are awarded based on merit except on occasions when the legislature mandates periodic salary adjustments for all faculty (see APS 820317, *The Faculty Evaluation System for Tenured and Tenure-Track Faculty*).

2. SALARY STRUCTURE

Merit salary increases are awarded in accordance with the criteria and procedures established in this policy and in APS 820317, *The Faculty Evaluation System for Tenured and Tenure-Track Faculty*.

3. EVALUATIVE CRITERIA FOR MERIT INCREASES

- 3.01 Merit salary increases shall be based upon specific performance criteria established by faculty at the department level, approved by the respective chair (or administrative equivalent), academic dean (or administrative equivalent), and on file with the Office of the Provost and Senior Vice President for Academic Affairs (hereafter, Provost).
- 3.02 The process defined in the *Faculty Evaluation System for Tenured and Tenure-Track Faculty* (APS 820317) shall be used to establish a merit salary increase (when available) based upon a quantitative score in the following categories.
 - a. Teaching Effectiveness
 - b. Scholarly and Creative Accomplishments
 - c. Service
 - d. Administrative Assignments (if applicable)

For special evaluative criteria pertaining to faculty members who are librarians, see APS 810814, *Tenets for Academic Status for Professional Librarians*.

3.03 Assignment of Relative Weights for Evaluative Criteria

- a. To ensure equity in the overall faculty evaluation system, each of the main evaluative criteria relied upon during the annual faculty evaluation process is differentially weighted in accordance with APS 820317, *Faculty Evaluation System for Tenured and Tenure-Track Faculty*.
- b.. To be considered eligible for a merit salary increase, a faculty member shall demonstrate meritorious activities in a combination of evaluative categories used during annual faculty evaluations as established by faculty at the department level, approved by the respective chair, and academic dean. The approved performance criteria for each unit shall be kept on file with the Office of the Provost.

3.04 Assessment Devices and Report Forms

- a. All tenured and tenure track faculty members shall complete and submit to the administrator (e.g., chair) of their tenure unit annual reports designed to update the professional profile of the individual faculty member and to provide an opportunity for self-evaluation (FES 3 and FES 4). These reports, together with any additional materials the faculty member may submit, and the student (FES 2) and chair (FES 1) ratings of teaching will become a part of the faculty member's annual dossier (see APS 820317).
- b. All administrators of individual tenure units shall complete and file an *FES Summary Report* (FES 5) each year for each faculty member within their academic areas. The completed FES Summary Reports shall be reviewed by the responsible administrator of the tenure unit with the individual faculty member.
- c. For each faculty member recommended for a merit salary increase, each administrator of the tenure unit shall complete a *Recommendation for Merit Salary Increase* (Academic Affairs Form 8), together with the *FES Summary Report* (FES 5), for transmittal to the office of the appropriate dean.
- d. The dean of each college or tenure unit shall add comments (as appropriate) to the *Recommendation for Merit Salary Increase* and *FES Summary Report* prior to forwarding to the Office of the Provost.
- e. On these same forms, the Provost shall make any appropriate and/or necessary comments and shall forward these forms, along with the Provost's overall recommendations, to the President of the University for final approval.

4. INCREASES IN SALARY PROCESS

The schedule for processing scores and recommendations for merit salary increases shall be as follows unless notification is sent by the Provost of any required alterations to these deadlines.

By March 1

Each member of the regular faculty shall file all appropriate FES documents along with other pertinent materials necessary to conduct an annual performance review against the performance standards set by the respective department with the chair of the appropriate tenure unit.

By April 15

Chairs of the various tenure units shall complete and review with each faculty member their *FES Summary Report* (FES 5).

By May 1

Chairs of the various tenure units shall review each faculty member's FES and arrive at their recommendations with respect to those faculty members being considered for merit salary increases and shall forward the merit recommendations to the dean of the college as appropriate [see Section 3.04(c)].

By May 15

After reviewing the merit recommendations, and seeking such counsel as they deem helpful, the deans of each college shall present their recommendations and all supporting materials to the Provost [see Section 3.04(d)].

By June 21

The Provost shall transmit to the President the recommendations of the academic deans and all supporting materials [see Section 3.04(e)]. The Provost's review and report shall indicate to the President either an endorsement of the recommendations of the academic deans or alternate recommendations.

By June 30

The President of the University shall examine the recommendations and inform the Provost regarding the President's own recommendations. It shall be the Provost's responsibility to report these decisions to the deans in accordance with the timeline established by the President. The deans shall then inform the administrators of the tenure units (e.g., chairs), who shall, in turn, inform their faculty members.

5. REVIEW AND REVISION OF POLICY

All features and components of this policy are subject to review and revision at least every five (5) years. It is the Provost's responsibility to see that the policy is reviewed at least every five (5) years. Revisions to the policy shall be submitted to the University Faculty Senate and Council of Academic Deans for review and comment prior to action by the Provost.

6. POLICY EXCEPTIONS

6.01 Exceptions to the policies and procedures set forth above may be authorized only by the President of the University as authorized by the Board of Regents, The Texas State University System, or by action of the Board of Regents.

6.02 A faculty member may be granted developmental leave or other leave of absence for one (1) or more years when, in the Provost's judgment (upon the recommendation of the chair and dean), the leave will provide great benefit to the University and to the professional status of the faculty member. Faculty on University-approved developmental leave or other approved professional leave may be eligible for merit salary increases based on departmental determination of which accomplishments may be applied toward FES/merit. The accomplishments determined at the departmental level and entered into merit considerations shall be approved through the chair, dean, and Provost.

- a. The accomplishments of that year or those years may be considered for merit salary increases, if such increases are warranted using the existing faculty evaluation system. In such cases, the faculty member may petition, in writing, the President of the University through the department chair, dean, and the Provost to have the approved leave of absence count as service time for the purposes of merit increases

in salary. The petition must be approved prior to the faculty member's departure on the leave of absence. If the faculty member's request to have an approved leave of absence count towards service is approved by the President, such approval will be in writing and will be limited to a period of one academic year.

APPROVED: _____ < signed > _____
Alisa White, Ph.D., President

DATED: _____ 5/12/22 _____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: July 22, 1980
Reviewer: Academic Affairs Council

Review Cycle: Five years*
Review Date: Fall 2027

Approved: _____ < signed > _____
Michael T. Stephenson, Ph.D.
Provost and Sr. Vice President
for Academic Affairs

Date: _____ 5/10/22 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.